

**E-12 Miscellaneous Employees Benefit Policy  
Non-Bargaining Unit Employees**

**DUTY YEAR: 2025-26**

Duty year and hours of work: The fiscal year will be defined as beginning on July 1 and ending on June 30. E - 12 Miscellaneous Employees' specific duty days and hours will be established by the Supervisor responsible for the program or department. Casual summer assignments worked prior to August 1<sup>st</sup> will be paid based on the wage authorization for the previous fiscal year.

- A. Holidays: Employees in regular defined positions of at least 180 days at 6 hours per day or more are eligible for paid holidays coinciding with the School Board designated days. Eligible employee will earn the following pro-rated paid holidays:

<u>Eligible Duty Year Position</u>	<u>Holidays</u>	<u>Dates</u>
260 Days 6 hours or more	12	Fourth of July, Labor Day, Thanksgiving (2 days), Winter Break (2 days), New Year's Day, Martin Luther King Jr. Day, President's Day, Spring (2 days), Memorial Day
240 Days – 180 Days 6 hours or more	11	Labor Day, Thanksgiving (2 days), Winter Break (2) New Year's Day, Martin Luther King Jr. Day, President's Day Spring (2 days), Memorial Day

If Juneteenth is recognized as a **District** holiday, it will be treated as a paid holiday for 260 day employees. Due to the demands of the program, alternate days may be designated by the Program Supervisor in exchange for scheduled holidays that are duty days.

- B. Vacation: Employees who are employed for 260 days at eight hours per day are eligible for paid vacation days as of July 1 of each year:

<u>Full Time Employment Years</u>	<u>Vacation Days</u>
Less than 5 years	10
5 years up to 10 years	15
10 years up to 15 years	20
15 years up to 20 years	22
20 years or more	23

In order to determine the number of years credited for vacation accrual, the following guidelines will be used:

- 1 - All related work experience in the School District will be credited.
- 2 - Comparable employment experience outside the School District will be considered for experience credit.

Requests for vacation must be approved by the immediate supervisor. The maximum vacation taken during any fiscal year shall not exceed 28 days; however, additional earned vacation time (annual vacation plus accumulated unused vacation) may be allowed during an FMLA approved leave.

Vacation days not used during the fiscal year will accumulate to an unlimited amount.

Employees who retire with three months' notice shall be paid up to a maximum of forty (40) days of unused vacation.

Employees who resign with two weeks' notice shall be paid up to a maximum of twenty-five (25) days of unused vacation.

Non-Exempt hourly employees are eligible for overtime if they work more than 40 hours in a workweek (Sunday thru Saturday). Overtime shall be paid at time-and-a-half. **For the purpose of overtime calculation, paid holidays will be treated as work days; all other absences are not counted towards work time.** There shall be no comp time.

#### **LEAVES:**

- A. Sick Leave: Employees in regular defined positions of less than 260 days and at least 180 days at 6 hours per day or more per year will accrue 12 days of sick leave. Employees in full year (260 day) positions will accrue 15 days of sick leave per year.
- B. Personal Leave: Employees in regular defined vacation eligible positions of 260 days at eight hours per day will earn three days of personal leave per year that may be used during each fiscal year without salary deduction. The days used will be deducted from the employee's accrued sick leave. Requests for personal leave must be submitted and pre-approved in advance by the Supervisor and Labor Relations Director. Employees in regular defined positions of less than 260 days at eight hours per day and at least 180 days at 6 hours per day or more per year will earn three days of personal leave per year that may be used during each fiscal year at the employee's discretion without salary deduction. The days used will be deducted from the employee's accrued sick leave.
- C. Family Medical Leave: Employees may apply for family medical leave in accordance with state statute, federal law and school district guidelines.
- E. Maternity/Parental Leaves: An employee will be eligible for these leaves in accordance with District policy and state and federal laws. Earned sick leave may be used for all work days included in an FMLA approved maternity or parental leave.

#### **INSURANCE:**

Eligibility: Employees who are employed in benefit eligible positions requiring at least 180 days per year and six hours per day or more are eligible for Single or Family Health & Hospitalization Insurance, Dental Insurance, Term Life, and Long-Term Disability. Eligible employees must enroll within 30 days of employment or new eligibility in new position; **changes to enrollment may only be made during the annual open-enrollment period or within 30 days of a qualifying life event change.** The District will provide the following contributions for insurance eligible employees:

- \$850 per month to the cost of single health insurance.
- \$1,590 per month to the cost of family health insurance.
- \$2,440 per month to the cost of family health insurance when an employee is married to another benefit eligible employee who serves as a dependent on the employee's family health insurance plan.
- \$80 per month to the cost of dental insurance.
- The full premium for Long Term Disability
- The full premium for a \$50,000 term life insurance policy.

#### **RETIREMENT:**

##### **A. Retirement Benefit Eligibility:**

1. Retirement severance pay **and/or the Anoka-Hennepin Retiree Healthcare Reimbursement Arrangement (HRA) benefits** shall be available to benefit eligible employees (positions of 180 days and 6 hours or more) who, retire with ten (10) years of District 11 continuous employment, notify the District of the intended retirement with at least three months' notice, and are immediately eligible **for** a state retirement annuity benefit.
2. The retirement severance **and retiree HRA benefit pay base** will be determined by taking the unused sick leave days times the daily wage rate.

3. Retirement severance and retiree HRA benefits shall not apply to an employee who is discharged for cause by the school district.

4. Retirement benefits are available only once in a lifetime for an employee.

**B. Retirement Severance:**

1. Employee hired prior to July 1, 2004 shall be eligible upon retirement for severance pay of up to one half the value of the first 160 days of unused sick leave (and less any district contribution to a matching 403(b) plan as set forth in Section E paragraph 1 below.)

2. The severance payment shall be made as a lump sum payment upon retirement from the District – which is defined as becoming an annuitant to a state retirement annuity benefit within 6 months of separation of employment. Deductions such as State and Federal income tax, social security or PERA/TRA shall be made only as required by law. If eligible, the sick leave severance payment shall be deposited in the retiree's name into the Anoka-Hennepin Special Pay Plan according to the plan provisions. If the retiree dies before the severance payment has been made, the balance due shall be paid to a named beneficiary or to the estate of the deceased.

**C. Insurance Continuation**

Current benefit eligible and enrolled employees who retire under this article may voluntarily continue in the School District health and/or dental plan by paying the quarterly premium on a prepaid basis.

**D. Retiree HRA**

Upon retirement from the District – which is defined as becoming an annuitant to a state retirement system within 6 months of separation from employment - one half of the value of the first 160 days of accumulated sick leave and 100% of the value of accumulated sick days over 160 will be deposited in the retiree's name into the employee's retiree HRA.

**E. 403(b)**

1. Effective July 1, 2022, E-12 Miscellaneous Policy employees in insurance benefit eligible position are eligible for up to a \$2000 School District Match to a 403(b) tax sheltered annuity in accordance with the School District program. This School District Match shall offset on a dollar for dollar basis any sick leave severance payment that employees hired prior to July 1, 2005 may be eligible for at the time of retirement.

2. Effective July 1, 2005, insurance benefit eligible newly hired employees in specific positions indicated in the Wage and Benefit Guidelines as eligible for the 403(b) match program will no longer be eligible for Sick Leave Severance pay. The positions are eligible for the Retiree HRA as defined in Section D above.

POSITION PERFORMANCE REVIEW PERIOD: New employees or employees in new positions will be subject to a performance review period of up to one year for determination of continuation in the position. Employment for employees is based on the number of duty days for the position assignment during the applicable fiscal year.

There shall be no prepayment of wages. The School District will make every effort to recoup any overpayment of wages from subsequent paychecks. Paychecks will be issued electronically by direct deposit on pay dates in accordance with the pay cycle as determined by the District Payroll Department.

**Effective July 1, 2025 – June 30, 2026**

# School District Wage & Benefit Guidelines for Misc E-12 Non-Bargaining Unit Positions

2025-26

Level	Assignment Type code	FLSA Status	Assignment Type Description	non-exempt Assignments		Exempt / Salaried Assignments	
				Hourly Minimum	Hourly Maximum	Daily Minimum	Daily Maximum
Level 1	1545/8045 8017 8020 8051/8055	non-Exempt non-Exempt non-Exempt non-Exempt	School Monitor Crossing Guard Conference Services Aide HS Facility Monitor	\$16.91	\$21.98	\$135.28	\$175.84
Level 2	1536/8036	non-Exempt	Job Coach	\$17.87	\$23.23	\$142.96	\$185.84
Level 3	1500 1515	non-Exempt non-Exempt	Communications Project Asst Tech Support Assistant	\$19.38	\$25.19	\$155.04	\$201.52
Level 4	1541 8085	non-Exempt non-Exempt	Certified Brailist Auditorium Technician	\$22.00	\$28.60	\$176.00	\$228.80
Level 5	1517 1602/8022 1602-10M 8013	non-Exempt Exempt Exempt non-Exempt	Tech Support Specialist II ESL Intake Specialist ESL Intake Specialist 10 month Traffic Control Officer	\$27.50	\$35.75	\$220.00	\$286.00
Level 6	1516 1609 1635 1662 1663	non-Exempt Exempt Exempt Exempt Exempt	Tech Support Specialist III Observatory Coordinator Job Coach Supervisor Child Nutrition Staffing Coord Child Nutrition Training Coord	\$29.58	\$38.45	\$236.64	\$307.60
Level 7	1595 1606/8026 1607 1608 8040	non-Exempt Exempt Exempt Exempt	Speech Lang Pathologist Assist Student Achievement Advisor ESL Cultural Liaison Amer Indian Ed Advisor Student Services Casual	\$30.60	\$39.78	\$244.80	\$318.24
Level 8	1611	Exempt	Board Cert Behavior Analyst	\$38.76	\$50.39	\$310.08	\$403.12

SCHOOL BOARD APPROVED: